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Library Trustee Minutes 10/12/10

Robbins Library Board of Trustees
Minutes of the Meeting
October 12, 2010

Call to Order

Chairman Kathryn Gandek-Tighe called the meeting to order at 7: 20 p.m. Attending were trustees, Heather Calvin, Katharine Fennelly, Barbara Muldoon, Frank Murphy and Joyce Radochia. Brigid Kennedy-Pfister was absent. Also attending were the Library Director, Maryellen Loud, and Assistant Director, Susan Priver.

Approval of Minutes

Upon a motion by Ms. Fennelly with a second by Ms. Muldoon, the Board approved the minutes of the meeting of September 14, 2010.

Communications

Ms. Gandek-Tighe presented a potential letter to the editor of the Arlington Advocate on behalf of the Board of Trustees in order to recommend a "No Vote" on Question #3. The Trustees discussed some edits to the letter. The Board agreed to go forward with the letter to the editor as edited.

Community Time

No members of the community were present.

Director's Report

Ms. Gandek-Tighe and Ms. Priver commented about their Town Day experiences.

Staff Re-Organization

Ms. Loud explained the current staffing situation and then presented the proposed reorganization. The Town Manager agreed with the proposed re-organization but then froze the positions until next years financial situation is clearer.

Update on FY 2012 Budget/FY 2011

Ms. Loud explained that she needs to submit 2 budgets, a level funded budget and one with a 10% budget reduction (roughly \$195,080 in reductions). She explained her recommendations for meeting the 10% budget reduction. Mr. Murphy requested information on the history of staffing reductions and library usage to present to town officials. Ms. Fennelly volunteered to work on this with him.

Fundraising

Ms. Gandek-Tighe contacted Arlington non-profits affiliated with town government bodies in order to create a public relations piece. She received positive responses from those whom she reached.

Ms. Gandek-Tighe and Ms. Loud met with two patrons who are interested in creating a multiple independent film series to be hosted at the library.

The Board discussed the library's presence on Facebook. The consensus of the Board is to publicize the Facebook page and continue to post events.

The Board discussed the fundraising letter with the goal of mailing the letter in November.

Community Read

Ms. Loud distributed the handout listing all of the events for the Community Read. The Board will have a book discussion at the next meeting.

Friends Update

The Friends netted roughly \$8600 at the Town Day book sale. Town Day also helped promote new memberships. The Friends were happy with the expediency as to the pickup of the remainder items from the book sale. The Friends also created a list of potential programming for the rest of the fiscal year.

Other

Ms. Fennelly talked about analyzing website statistics and usage; Ms. Priver will determine if the library has a Google Analytics account for the website.

Ms. Fennelly has created documents for the Library Foundation.

Date of Next Meeting

The next meeting will be November 8, 2010.

Adjournment

The meeting adjourned at 9:20 p.m.

Respectfully submitted,

Susan Priver
Assistant Director

Handouts:

- Director's Report
- Proposed letter to the editor re: Vote No on Question #3
- Proposed Assistant Director Reorganization
- FY'12 potential 10% budget reductions
- Draft of annual fundraising letter
- Arlington Reads Together Events

